

Curriculum Guide for Preceptors Ambulatory Surgical Centers

Introduction

This guide assists the State Agency (SA) Preceptors in planning training for new surveyors in Federal programs. For each Federal program, a basic training timeline is given including both required (marked with an asterisk (*)) and recommended classes and presentations.

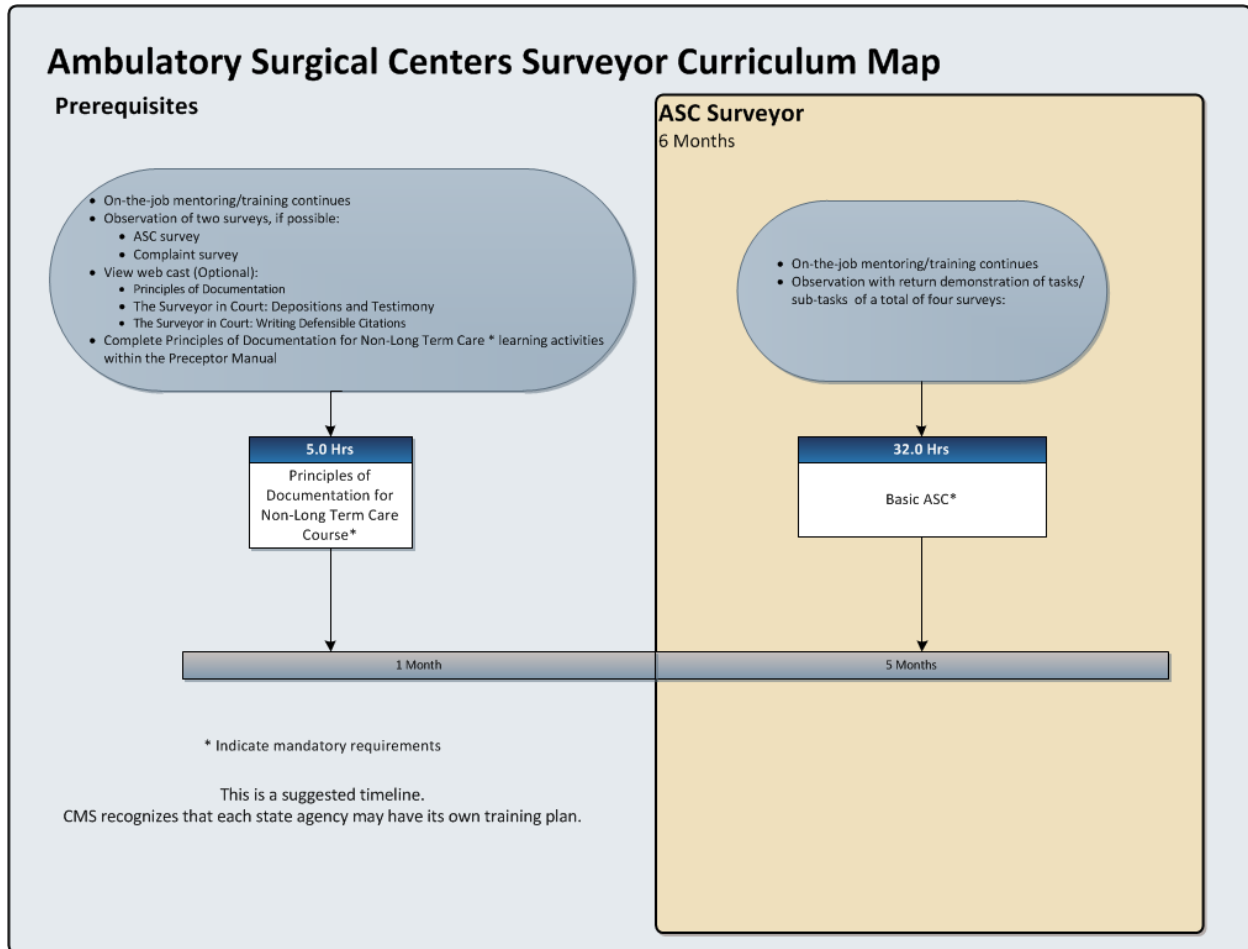
As a general guide, students should be scheduled to attend basic CMS training when they have an understanding of the related regulatory process, have completed any Federal (or state) prerequisites, and have related field observations. The SA Training Coordinator and other agency personnel, as appropriate, should evaluate each surveyor individually to determine progress during the orientation period. CMS recommends a certain number of observational surveys for the new surveyor, but that number may be flexible based on the volume of surveys available.

The average time required before a student has completed the prerequisites and has an appropriate knowledge base to successfully complete a basic CMS course varies. Remember, a student cannot register in the TotalLMS for a basic course until the prerequisites are complete.

Any referenced satellite broadcasts are on the surveyor training web site at [CMS Surveyor Training](#). Archived webinars are listed with the corresponding link; however, registration must be done in the TotalLMS if the surveyor wants credit for having viewed the archived webinar.

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- Orientation and state level training begins.
- Continue introduction to the survey process and begin field experiences.
- Completion of Principles of Documentation* (POD) online training is recommended within the first month of employment. The course is self-paced, web-based training, and takes approximately five hours to complete. Once enrolled, the surveyor has two months to complete this training. The preceptor should correlate this training to the development of actual deficiency statements, providing continuing examples and opportunities for the orientee to practice and improve new skills.
- The following archived web casts are recommended during orientation:
 - Principles of Documentation

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This informative web cast highlights the POD, including an explanation of each principle and an examination of a specific case law example where the statement of deficiencies was inadequate. This is recommended as a refresher for all surveyors, regardless of provider type. For new employees, it is recommended that this be viewed after the online POD class. Ideally, this program should be viewed while the orientee is actively learning to construct deficiency statements. The preceptor may also use this broadcast in small segments, providing examples of each principle throughout the web cast to enhance the learning experience.

- The Surveyor in Court: Depositions and Testimony

This informative web cast highlights the role of the surveyor when giving testimony with vignettes and subject matter expert examination of the surveyor findings and testimony specifically related to Immediate Jeopardy (IJ). This program is highly recommended for any surveyor. For new employees, this web cast is ideally viewed after the orientee has some field experience and understands the definition of IJ.

- The Surveyor in Court: Writing Defensible Citations

This informative web cast highlights the pitfalls of inadequate investigation and weak Form CMS-2567s. Video clips of surveyor interviews and courtroom testimony are used to pinpoint weaknesses and identify strategies to avoid similar events. While the case presented is from long-term care, this web cast is highly recommended for all surveyors. For new surveyors, this program should be viewed during the latter part of the orientation when the surveyor is actively learning and applying investigative skills and writing Form CMS-2567s with the guidance of the preceptor. Ideally, the POD course and POD web cast should be completed before viewing this web cast.

- Schedule surveyor to take Basic Ambulatory Surgical Centers* (ASC) training (may be in person or online).
- After Basic ASC* is successfully completed, the surveyor may survey independently but mentoring should continue as indicated.